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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Management Staff

DATE: 19 November 1958

FROM : Chief, Benefits and Casualty Division/OP

SUBJECT: Request for Safes

1. We need two legal-size four drawer combination safes for the Insurance Branch of this Division.

2. These safes are needed to expand the individual alphabetical folders we have on each subscriber. At the present time, it is difficult to file back folders that have been pulled, as the drawers are full. Also, we average over one-hundred new folders each month to be filed in these safes.



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*Approved:*

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